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New Mexico Federal Executive Board

To: New Mexico Federal Executive Board Members and Partners

Subject: Continuity of Operations Plan (COOP) Workshops

The Emergency Preparedness Committee of the New Mexico Federal Executive Board is planning to offer a series of COOP workshops over the next year. The purposes of these workshops are to provide more detailed instruction and examples of the elements of a COOP.

Instructors from various agencies will also share their experiences in developing their plans. These workshops will provide an excellent opportunity to improve an existing plan or to help you get started on a new plan.

These workshops will not replace the requirement of the COOP Managers Course L-548 which will be offered February 13-15, 2007 in Albuquerque.

The first COOP workshop is scheduled for January 9, 2007. The workshop will be held at the Southwest Indian Polytechnic Institute (SIPI) auditorium.

Below is the agenda for the workshop:

- 7:30 Registration
- 8:00 Opening Remarks/Intro/Admin announcements
- 8:15 Introduction to COOP (very basic COOP overview/elements of a COOP)
- 8:45 Mission Essential Functions
- 9:45 Break
- 10:00 Vital Records
- 10:45 Orders of Succession/Delegations of Authority
- 11:30 Recap/Homework assignments for next workshop
- 12:00 Adjourn

Please have your participants RSVP John Kwait at 505-248-6415 or John.Kwait@fws.gov

Thank-you

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